

Apply by September 1st, 2019 - Applications will not be accepted if submitted after the deadline.

Overview

Charlotte takes pride in having one of the most expansive tree canopies in the country. We couldn't achieve this without the hard work of Charlotte residents like you! In order to celebrate the rich biodiversity found in our urban forests, educate the public on how to take action to maintain our canopy, and protect our forest for years to come, we've expanded the range of opportunities available through the Tree Care Initiative grant.

Eligible organizations citywide can apply for matching grants of up to \$3,000 for tree care initiatives including canopy assessment, ivy removal, tree banding, education and tree focused community events. Please see Appendix A for a complete list of eligible projects.

Program Eligibility – Who Can Apply?

Eligible Organizations

Neighborhood associations within Charlotte's city limits when all of the following apply to the organization:

- Must be active, established for at least six months
- Must be registered on city neighborhood organization contact list.
- Created and managed by residents within the neighborhood and
- Open for membership to everyone in the neighborhood
- 75% of association members live in the neighborhood.
- Has a duly elected board and established by-laws or governing documents
- Holds regular meetings and maintains records via agendas and meeting minutes

Other Neighborhood Based Groups, including book clubs, gardening clubs, sports leagues, and civic clubs are eligible for Neighborhood Matching Grants when all of the following apply:

- Must be active and established for at least six months
- 80% of the group members live in the neighborhood
- Holds regular meetings and maintains records via agendas and meeting minutes
- The proposed project promotes the greater good of the neighborhood
- A signed letter of agreement or other documentation shows a collaborative partnership with or support from the neighborhood association

Ineligible Organizations

The City recognizes that there are many groups that contribute to neighborhood quality of life. Ineligible organizations are encouraged to partner with organizations that meet the eligibility criteria. Please note that the eligible organization MUST be the lead entity in project planning and implementation. Organizations that discriminate on the basis of race, nationality, ethnicity, religion, creed, or disability are ineligible to apply.

Ineligible Purchases

Personal use items, entrance fees, raffle items, annual plants, mulch, pine straw, grass, operating expenses, alcoholic beverages, efforts funded through the Neighborhood Matching Grants program.

Match Requirements – How Can Organizations Meet Their Match?

Organizations are required to match awarded funds 1:1; meaning for every dollar granted, a matching amount must be provided through one or more of the methods below:

- A minimum of 50% of must be matched through volunteer time (valued at \$25.43 per hour)
- A minimum of 25% of the required match must be contributed by the applying organization.

Match Types	Documentation – forms are available at <u>charlottenc.gov/treecaregrant</u>
Cash Contribution	 Document planned cash contributions from the applying organization, individuals or supporting community partners (businesses, non-profits, etc.) Contribution Template (see Appendix B)
In-kind Contribution	 Goods and/or services received for free or at reduced cost Contribution Template (see Appendix B)
Volunteer Time	 Volunteer Time must be pledged using the 'Volunteer Pledge Sheet' (see Appendix B) Volunteer time is calculated at \$25.43 per person per hour Up to 20 hours of related pre-application activities may be counted towards your match, completed Volunteer Sign-In Sheets are required (see Appendix B)

Volunteer match opportunities include but aren't limited to the following, contact staff for additional ideas.

- Removal of ivy
- Distribution, installation, inspection, and removal of tree bands
- Promotion of the tree care opportunity to residents (door to door canvassing, public meetings)
- Neighborhood clean ups and/or street adoption
- Community events (documentary film screenings, educational workshops, and other community building events such as pancake breakfasts, ice cream socials, holiday gatherings, etc.)
- Implementation of other neighborhood improvement projects (hours can't overlap with those committed as part of an active Neighborhood Matching Grant).



Application Process – How Can We Apply?



Review Program Materials – review the guidelines and attend a req'd pre-application workshop in person or <u>online</u> (charlottenc.gov/treecaregrant) prior to the application deadline. The meeting schedule can be found at <u>charlottenc.gov/neighborhoodtraining</u>, or by calling 704-432-4802.



Begin Application- prepare by reviewing the application questions and tips provided at the end of this document. Complete the required budget and volunteer pledge worksheets which can be found at charlottenc.gov/treecaregrant, or by calling 704-432-4802.



Create Account – Access the grant portal by clicking "Apply/submit your online application here" at charlottenc.gov/treecaregrant. Previous applicants may use existing Tree Care grant or NMG credentials. New users will need to create an account.



Complete Application – Submit the application by 11:59 p.m. on September 1st. Applicants who are unable to complete the application online may call 704-432-4802 to request support or to learn of alternative application options.

Process & Timeline

The application deadline is September 1, 2019 by 11:59 p.m.

Applicants will receive a confirmation email upon application submittal. Applications are reviewed and scored based on the criteria below. After review applicants will be notified of their status (approved/denied/approved with contingencies).

Approved applicants will be invited to the contract signing and orientation meeting on October 2nd. **Projects may begin only after the contract is executed.**



Great Enderly Park Neighborhood Association

Scoring Criteria	Max Points
Application requirements Submitted a letter of support from applying organization (10)	10
 Project budget Completed budget worksheet provided with clear estimate of project expenses and match contributions (15) Submitted quotes from vendor(s) or supplier(s) with sales tax included (15) 	30
 Value and documentation of match Match meets or exceeds the minimum 1:1 requirement (15) Match is well documented with signed Volunteer Pledge Sheets and in-kind or cash contribution letters (if applicable) (15) 	30
 Project Design Project is well planned and ready for implementation (15) Includes a clear plan for marketing, promotion and neighborhood outreach (15) 	30
Total Possible Points (60+ is passing)	100

Terms & Conditions

Contracts

Within 30 days following notice of approval, successful applicants will enter into a contract with the City of Charlotte. Contractual agreements reflect the project goals, budget, and match commitments that are included as part of the approved application. **Projects may begin only after the contract is executed.**

- Approval is withdrawn if the contract is not executed within 6 months.
- Fraud, misuse of funds, failure to meet match commitments or other non-compliance constitutes grant default. Defaulted organizations may be ineligible for future grants for up to two (2) years.
- A grant may be abandoned upon request, reimbursement of expended grant funds may be required.
- Organizations may have one (1) Tree Care Grant and one (1) Neighborhood Matching Grant open concurrently.

Disbursement of Funds

Grant funds are not awarded in advance; funds are released on an 'as needed' basis by the submission of invoices and/or receipts for approved items to the NMG office for processing.

The City contracts solely with the recipient neighborhood organization or business association, therefore, any discrepancies that may result from the hiring of contractors, consultants or private vendors must be resolved by the grantee.

- Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.
- Organizations are encouraged to use reliable vendors with valid credentials to avoid challenges.
- Contact Jonathan Hill, <u>jonathan.hill@charlottenc.gov</u> or 704-432-4802, for questions related to grant reimbursement requests.

2019 Tree Care Grant Mentors

Many new and reoccurring applicants protect neighborhood trees & get to know more neighbors each year through successful implementation of Tree Care initiative grants. To be connected to past grantees who can provide advice, tips and tricks for finding success in your tree care project please contact Jonathan at jonathan.hill@charlottenc.gov, or 704-432-4802.

This initiative is part of the Neighborhood Matching Grants (NMG) program which can provide matching grants of up to \$25,000 to eligible neighborhood organizations. To learn about NMG opportunities, visit charlottenc.gov/nmg.

Appendix A:	Available Tree Care Projects		
Project Opportunity	Purpose	Eligible Expenses	Requirements
Vine Removal	 Trees and vines rely on the same supply of water and nutrients. Because vines can be more aggressive, there's a chance the tree isn't getting its fair share of nutrition. Vines can weigh a tree branch down, putting it at a higher risk of breaking in a storm. Over time, a vine invasion weakens a tree, making it a target for opportunistic pests. 	 Professional vine removal, including ivy, wisteria, and kudzu Tools and supplies related to vine removal. Reference sheet available upon request Volunteer training to review proper vine removal techniques 	License may be required for certain herbicides
Tree Banding	Tree banding is the best way to protect trees against cankerworms, small insects that eat tree leaves and may eventually kill the trees they hatch in	 Tools and supplies related to tree banding. Reference sheet available upon request Professional tree banding instillation and removal 	Report the number of cankerworms trapped at end of grant cycle
Tree Canopy Assessment	An assessment will identify risks and areas for improvement in the tree canopy, allowing the neighborhood to take action to keep the canopy strong and healthy	Professional tree canopy assessment by a certified arborist	Tree canopy must be assessed by a certified arborist
Community Education Event	An informed community is a strong community. Providing educational opportunities, such as workshops, documentary screenings, and expert panels is a great way to engage the neighborhood in tree care.	Fees for equipment rental, including projectors, audio equipment, tables, and chairs Food and non-alcoholic beverages for the educational event(s) Equipment for canopy related events (arbor day celebrations, heritage tree celebrations, etc.	Food and beverage purchases not to exceed \$500

Appendix B: Grant Application Guide

Grant Application Questions

Part I: Organizational Information

- 1. Organization Name
- 2. Verifying documentation: Please upload a copy of your Bylaws (or Articles of Incorporation) indicating you are an active, neighborhood-based or business association
- 3. How did you hear about this grant opportunity?
- 4. NMG Eligibility; is your organization located within the general Neighborhood Matching Grants Program's eligible geography? By answering this question, staff will be able to provide potential resources about other grant opportunities.
- 5. Board Retreat: Indicate if your organization participated in a Board Retreat within the past year. If yes, upload your Vision to Action Idea Development Workbook to use your \$1,500 credit (project must be one that was prioritized at the retreat).
- 6. Has your organization previously received a City of Charlotte Tree Banding Initiative Grant?

Part II: Tree Care Project Information

- 1. Describe (in 500 words or less) the project you will use the requested funds for.
- 2. Have you attend a Tree Care Information Session or a standard Neighborhood Matching Grant workshop in the past year?
- 3. Please list the streets you plan to focus on through your project (Please upload a map, if available)
- 4. What is the final goal of your project?
- 5. How will you measure the success of your project?
- 6. Amount of grant funding requested (limit is \$3,000)
- 7. Upload your budget worksheet
- 8. Upload your Vendor Quote(s)
- 9. Upload your Tree Care Volunteer Pledge Sheets
- 10. Upload a letter of support from your organization pledging support for the application and Tree Care project
- 11. Upload a completed Contribution Template or letter of support for each cash or in-kind contribution that is on your budget (if applicable)

Application Pointers

- The application will auto save every 30 seconds. You can also save the application at the bottom of the screen and log back in later to complete and submit it.
- Technical assistance, computer and internet access are available; please contact Jonathan Hill, 704-432-4802 or email jonathan.hill@charlottenc.gov.



Grove Park Neighborhood Association

Tree Care Grant Budget Template

1. List ALL items/services required for project	Project Name:	Charlotte weigh	borhood Associat	tion
1. List ALL items/services required for project	Troject Humer_	Tree Ca	are Initiative	
indicate where the items will	ct completion. If a vend	quested + applicant pa lor is to be paid list the vendor Lowes, Amazon.com, Commu	's name. If items are	
Vendors/suppliers to be paid with NMG funds:	ltems/servic	es to be funded:	Amount:	Quotes Provided 🗹
Charlotte Toolbank (25	5) Bypass Loppers (re	ntal)	\$20	⊌
(5)	Hand Saws (rental	Ø.	\$3,00	⊌
ABC Tool Supply Store (3)	0) Work Gloves		\$30.00	•
Your Local Grocery (2)	Lemonade, Gallon		\$5.98	V
(2)	Sweet Tea, Gallon		\$5.98	₩.
(1)	Lunch, catered		\$150	V
		Total Project Cost	\$ 214.96	
Orgs/Entities contributing cash:		red. be paid (if specified):	Amount:	Documentation Provided @
NHA Ya	ard Waste Bags		\$20.00	V
(Total Cash Match	\$ 20.00	
	- 12	Total Casiff laton	¥ 20.00	
IN-KIN 3. List any services or supplies			ıls, businesses or d	others (ex.
The state of the s		es to be donated:	Value:	Documentation
Org/Entities donating supplies or services:	ltems/service		2	Documentation Provided ⊌
Org/Entities donating supplies or services:			Value: \$20.00	Documentation Provided @
Drg/Entities donating supplies or services:	ltems/service		2	Documentation Provided 🗹
Drg/Entities donating supplies or services:	ltems/service		2	Documentation Provided
Org/Entities donating supplies or services:	ltems/service		2	Documentation Provided
Drg/Entities donating supplies or services:	ltems/service		2	Documentation Provided

	Total project cost (all vendors & su		V	\$ 214.96
	Total NMG funds requested (total co	ost - cash contributions)		\$ 194.96
	\$25.43/hr)			4.00
List volu	inteer events - One (1) event per row	Approximate date	Total # of volunteers	Total # of hours
Neighborhood	Meeting	9/15/2019	15	15.00
Adopt a City St	reet Cleanup	10/12/2019	10	30.00
Fall Festival		10/25/2019	7	21.00
Neighborhood	Training- Vine Removal	11/13/2019	20	20.00
vy Removal Da	эу	11/16/2019	30	80.00
Follow Up Pruning and Removal		3/21/2019	5	5.00
				474.00
		Total Volunteer Hours Volunteer Hour \$ Value		171.00 4348.53
		volunteer	nour \$ value	4548.55
Complete The top remaining ≤ 20 hrs events s	rize proposed volunteer events above using the Volunteer Pledge Sheets must be subjusted Volunteer Pledge Sheets must be subjusted in the page indicates the required number of 50% match may be met by additional visual to the page of grant related, community engagementhould begin at least 75 days after the grallunteer hours committed will automatical	mitted with your grant a er of volunteer hrs to me colunteer hours, in-kind o at pre-application activiti nt application deadline (s	oplication et the 50% min donation and/d es may be inclu see pg 5, progr	nimum, the or cash uded, remaining am guidelines)

Tips:

- Make sure your MATCH TOTAL is equal to or exceeds the TREE CARE-GRANT REQUEST
- Make sure your Volunteer time is AT LEAST 50% of the TREE CARE-Grant Request
- You should have a quote for any purchases you want to make or vendor(s) you plan to hire
- You should have Contribution letters for all in-kind or cash donations listed
- ✓ Volunteer time is valued at \$25.43 per volunteer per hour

NMG Volunteer Hour Worksheets

	Neighbo	CHARLOTTE. SOLUTION AND ADDRESS AND ADDRE	unteer Piedge She	L	Page of
Volunteer activity:					
Approximate date:	Phone Number	E-mail Address	# of Hours Pledged	Signature	
					—
	1	Total (this page)			
City of Ch	arlotte Neighborh Helping You to Ma	nood Matching Grants ke it Happen.			

	CHARLOTTE. HOUSING & NESSHIEGENOOD		Page of
Neighborhood N	latching Grant Vol	lunteer Sign-In Sheet	
Volunteer Activity: Date:			
Name	# of Hours	Signature	
	-		
	 		
Total (this page)	 		

Volunteer Hours Being Pledged

Actual Number of Volunteer Hours Completed



Date Name(s) of donor Address City, State Zip Phone number Dear staff and Review Team members, It is my/our understanding that ______ is applying for the City of (Name of organization) Charlotte's Housing & Neighborhood Services (HNS) Neighborhood Matching Grant program. _____ is pleased to support this organization in their endeavor and (Your name or company/agency name) would like to make the following contribution(s): In-Kind Contribution Valued at: \$. Cash contribution Combined contribution totaled at: \$______. Sincerely, Signature(s)